

EAST BAY REGIONAL PARK DISTRICT

RECREATION SUPERVISOR

GENERAL FUNCTION

Under general direction of the Recreation Services Manager, supervises the District's recreation programs including, but not limited to, outdoor recreation, fee classes, special events, and volunteer services. Develops, recommends, and implements departmental programs and policies for diverse public audiences addressing broad-ranging recreational and user trends. Develops, oversees, and evaluates the District's day/overnight camps, volunteers, and programs for under-resourced populations (e.g. Parks Express).

ESSENTIAL FUNCTIONS

Within the recreation services unit, supervises and hires regular, temporary, and volunteer staff; conducts performance appraisals; provides direction to subordinate staff in the supervision of seasonal employees; establishes and communicates goals and operational standards for public service. Reviews, researches, analyze, and recommend outreach strategies to under-resourced communities and changes to District recreational programs and policies to address changing demographics and anticipated public needs. Monitors annual budget and maintains unit expenses. Serves as the unit's liaison to other District departments, and to outside agencies and the public. Establishes and maintains good working relationships with District staff, general public, collaborative partners such as; cities and non-profits, volunteers, vendors, and contract recreation program providers. Tracks and monitors fee and non-fee based recreation program and special event attendance and registration. Recommends and implements appropriate marketing, advertising, revenue generation and program strategies. May be responsible for interior facility maintenance.

OTHER FUNCTIONS AND DUTIES

Plans and responds to special event requests, as well as performs collaborative programming with staff from Interpretive Services, Reservations, Public Affairs, Public Safety and others. Prepares and conducts training as needed. Other duties as assigned.

MINIMUM QUALIFICATIONS

Education: A Bachelor's Degree from an accredited college or university in recreation, park management, business or public administration or a closely related field; and

Experience: Three years of recent full-time professional level administrative experience; two of which must have been in a supervisory position.

Substitutions: Twelve or more semester units of recreation specific college level coursework may be accepted for a Bachelor's Degree in an unrelated field.

A Master's Degree in recreation, park management, business or public administration or a closely related field may be accepted as an equivalent to a maximum of one and a half years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of principals and practices of supervision, customer service, administration, budget, and organization. Knowledge of the parks and recreation field, with particular emphasis on direct service outdoor recreation and vendor contracted special interest classes. Knowledge of recreation program design and development, with an emphasis on youth. Familiarity with risk management concepts. Good organizational skills, excellent verbal and written communication skills, and basic computer skills of current word processing software systems.

Ability to exercise sound judgment. Ability to supervise, train, develop, and motivate subordinate staff. Ability to represent and promote the unit at various education, civic, community, and District events. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. May be required to work unusual hours, weekends, and holidays.

REPORTS TO:

Recreation Services Manager

SUPERVISES:

Direct reports include a small number of regular employees.

Indirect reports include a larger number of seasonal workers and volunteers.